# SIKKIM

# GOVERNMENT GAZETTE

## EXTRAORDINARY
## PUBLISHED BY AUTHORITY

**Gangtok** **Friday 11th July, 2025** **No. 271**


**GOVERNMENT OF SIKKIM**
**LAND REVNEUE & DISASTER MANAGEMENT DEPARTMENT, BLOCK-B**
**TASHILING SECRETARIAT, GANGTOK - 737101**

**No. 01/LR&DMD** **Dated: 08/07/2025.**

**NOTIFICATION**

The Cabinet expressed its concern regarding the poor maintenance of records pertaining to various lands acquired by the Government through its Departments and agencies for various purposes and was pleased to direct that:

i. All Departments shall designate one officer as the "Estate Officer" who shall be responsible for management, maintenance and updating the land records pertaining to the Department and various agencies under the Department. All HoDs are directed to furnish the details of the Estate Officer, within 3(three) days to Land Revenue & Disaster Management Department positively.

ii. The Departments shall prepare the list of all records of land acquired in the last 10 years (from January 2015 onwards) within 6 months, i.e. by 31st December, 2025 and submit the same to the Cabinet for its information. Secretary, Land Revenue and Disaster Management Department shall ensure compliance of the same.

iii. Land Revenue and Disaster Management Department shall develop and circulate a template for preparation of records as ii above to ensure uniformity in collection of data.

iv. Land Revenue and Disaster Management Department shall develop software in consultation with Information Technology Department for Digital Management of Land Records within 31st July, 2025.

v. All land acquisition, payment and mutation details shall be updated by the concerned District Collector through the above Digital platform. The security access of the Digital platform shall be with the District Collector(s), Land Revenue and Disaster Management Department, and the Chief Secretary.

vi. The record of details of all land acquired by the Government through various Departments and agencies shall be prepared in 4(four) copies and will be kept one in each of the following Offices, namely – District Collector concerned,Department concerned, Land Revenue and Disaster Management Department and one copy shall be bound and sent to the office of the Chief Secretary every 6(six) months. The details so maintained must have the following documents, namely: (a) acquisition details, (b) Payment details including scanned copy of cheque issued and receipt of payment from beneficiary, (c) Mutation of land in favour of acquiring Department, (d) Parcha showing plot number(s), (e) Conveyance Deed (Sale/Gift/Lease etc) or any other agreement executed between the parties. (f) Map including boundary, Proper cataloguing shall be ensured while keeping land records in all offices.

vii. After completion of preparation and digitization of records pertaining to the last 10 years, the Land Revenue and Disaster Management Department shall continue to compile, manage and regularize the details of land acquired by the Government before 2015 in a time bound manner.

**By Order.**

**R.TELANG, IAS**
**Chief Secretary,**
**Government of Sikkim.**